

ZSFG HUMAN RESOURCE SERVICES REPORT

Submitted to the Joint Conference Committee (April 2023)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
 - Graphs: YTD vacancy rate, new hires, separations, MHSF and BERT hiring
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1) Total hospital vacancies decreased to 11.74% as of March 2023, which is down from 12.50% in February 2023. We've hired a total of thirty-five (35) employees between March 1 and March 31, 2023, in various classifications including RNs and had three (3) separations during the same period of which none were retirements. Some of the factors for the high vacancy rate include greater competition for talent and the labor force's uncertainty about layoffs and hiring freezes.

2) RN vacancy rate decreased to **10%** this past month.

We are working closely with hiring managers to quickly fill vacancies by taking advantage of the training program candidate pools. The most popular training program is used to fill primarily Medical/Surgical, Perioperative and Psychiatric Care training positions. Our RN recruiter partners with nursing leadership to target recent graduates and students in the last semester of nursing programs to grow training program candidate pools.

To mitigate challenges in hiring nurses:

- Five (5) P103 Per Diem nurses were hired last month to fill gaps in vacancies
- Hiring Managers strategically use various selection processes, including application review, to make selections based on the size of the candidate pools
- The April nurse hiring event had a great turnout with all participant slots filled. Participants got a tour of the hospital, had dedicated time with nursing directors to learn about positions throughout the Department, and received application and hiring process support from HR.
- DPH HR Operations has begun work with the City Performance Unit of the Controller's Office on the HR Hiring Processing Improvement Project with the goals of streamlining and standardizing our current hiring process. Hiring Managers as well as other stakeholder will be consulted for feedback on improvement recommendations.

3) HR conducts weekly/monthly vacancy meetings with the hospital executive team, or Program Managers, to review hiring plans.

4) **RN hiring status update:**

- Emergency Care Unit-
 - 3 Experienced vacancies (18.82% of RNs in this specialty) with selections pending
- Critical Care Unit -
 - 4 Experienced vacancies (7.56% of RNs in this specialty) with 3 selections made and target start work dates on April 17, April 29, and May 13, 2023
- Med-Surgical Unit-
 - 27 Experienced vacancies (6.52% of RNs within this specialty) with selections pending
- OR Unit-
 - Zero (0) Experienced vacancies (4.59% of RNs within this specialty) with five (5) candidates onboarded in March

5) **RN Training Update:**

- Next Critical Care Training program anticipated on May 13, 2022, with a cohort of six (6) and October 2, 2023, with a cohort of up to 10 (10)
- Next Emergency Care Training Program anticipated July 24, 2023, with a cohort of up to ten (10)

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- Next Med/Surg Training Program is targeted for April 29, 2023, with a cohort of six (6), May 13, 2023, with a cohort of four (4), and June 10, 2023, with a cohort of two (2)

6) **Highlights of ZSFG non-RN hiring:**

- One (1) 0931 Chief Administrative Officer, ZSFG
- One (1) 2325 Nurse Midwife
- One (1) 1950 Assistant Purchaser
- One (1) 2593 Health Program Coordinator II
- Two (2) 2920 Medical Social Workers

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
1664	Patient Accounts Manager	1.00	0.00	1.00	100%
1825	Principal Administrative Anlyst II	1.00	0.00	1.00	100%
2738	Porter Assistant Supervisor	1.00	0.00	1.00	100%
3422	Park Section Supervisor	1.00	0.00	1.00	100%
5177	Safety Officer	1.00	0.00	1.00	100%
6139	Sr Industrial Hygienist	1.00	0.00	1.00	100%
7205	Chief Stationary Engineer	2.00	0.00	2.00	100%
9910	Health Worker II (Interpreter Trainee)	10.00	1.00	9.00	90%
2589	Health Program Coordinator I	3.00	1.00	2.00	67%
2591	Health Program Coordinator II	3.00	1.00	2.00	67%
931	Manager III	12.00	6.00	6.00	50%
1634	Principal Account Clerk	2.00	1.00	1.00	50%
1822	Administrative Analyst	4.00	2.00	2.00	50%
1824	Principal Administrative Analyst	4.00	2.00	2.00	50%
1938	Stores & Equipment Asst Supv	2.00	1.00	1.00	50%
2554	Therapy Aide	4.00	2.00	2.00	50%
2656	Chef	2.00	1.00	1.00	50%
5506	Project Manager III	2.00	1.00	1.00	50%
922	Manager I	7.00	4.00	3.00	43%
2586	Health Worker II	76.50	45.00	31.50	41%
2310	Surgical Procedures Technician	21.00	12.90	8.10	39%
2119	Health Care Analyst	16.00	10.00	6.00	38%
1429	Nurses Staffing Assistant	12.00	7.70	4.30	36%
2305	Psychiatric Technician	43.40	28.10	15.30	35%
933	Manager V	3.00	2.00	1.00	33%
1408	Principal Clerk	3.00	2.00	1.00	33%
1636	Health Care Billing Clerk II	18.00	12.00	6.00	33%
1662	Patient Accounts Asst Supv	3.00	2.00	1.00	33%
2558	Senior Physical Therapist	3.00	2.00	1.00	33%
2822	Health Educator	3.00	2.00	1.00	33%
1406	Senior Clerk	41.70	29.45	12.25	29%
2105	Patient Services Finance Tech	8.10	6.00	2.10	26%
1093	IT Operations Support Admin III	4.00	3.00	1.00	25%
1934	Storekeeper	4.00	3.00	1.00	25%
2585	Health Worker I	4.00	3.00	1.00	25%
4320	Cashier I	4.00	3.00	1.00	25%
7524	Institution Utility Worker	4.00	3.00	1.00	25%
2314	Public Health Team Leader	23.80	18.80	5.00	21%
2473	Diagnostic Medical Sonographer I, II, III	4.80	3.80	1.00	21%
941	Manager VI	5.00	4.00	1.00	20%
1404	Clerk	5.00	4.00	1.00	20%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2618	Food Service Supervisor	7.50	6.00	1.50	20%
3417	Gardener	2.50	2.00	0.50	20%
2593	Health Program Coordinator III	16.00	13.00	3.00	19%
1635	Health Care Billing Clerk I	6.00	5.00	1.00	17%
2909	Hospital Eligibility Worker Supv	12.00	10.00	2.00	17%
2903	Hospital Eligibility Worker	122.80	103.60	19.20	16%
2328	Nurse Practitioner	84.51	71.96	12.55	15%
1654	Accountant III	7.00	6.00	1.00	14%
2406	Pharmacy Helper	7.00	6.00	1.00	14%
2496	Radiologic Technologist Supv	7.00	6.00	1.00	14%
2548	Occupational Therapist	17.59	15.09	2.50	14%
2453	Supervising Pharmacist	8.00	7.00	1.00	13%
2312	Licensed Vocational Nurse	54.55	47.85	6.70	12%
1428	Unit Clerk	48.30	42.40	5.90	12%
7334	Stationary Engineer	26.00	23.00	3.00	12%
2587	Health Worker III	26.99	24.00	2.99	11%
2930	Behavioral Health Clinician	17.50	15.60	1.90	11%
2622	Dietetic Technician	5.60	5.00	0.60	11%
2322	Nurse Manager	40.00	36.00	4.00	10%
2654	Cook	10.00	9.00	1.00	10%
2320	Registered Nurse	1025.15	924.15	101.00	10%
2471	Radiologic Technologist I, II, III	20.90	18.90	2.00	10%
2303	Patient Care Assistant	194.00	176.60	17.40	9%
2606	Senior Food Service Worker	6.00	5.50	0.50	8%
2330	Anesthetist	13.40	12.30	1.10	8%
2920	Medical Social Worker	34.69	31.90	2.79	8%
2430	Medical Evaluations Assistant	169.56	155.96	13.60	8%
2409	Pharmacy Technician	57.50	53.98	3.53	6%
1932	Assistant Storekeeper	17.00	16.00	1.00	6%
2454	Clinical Pharmacist	35.50	33.50	2.00	6%
2908	Senior Hospital Eligibility Worker	73.60	69.60	4.00	5%
2542	Speech Pathologist	6.20	5.89	0.31	5%
2736	Porter	192.50	185.66	6.84	4%
2424	X-Ray Laboratory Aide	33.50	32.50	1.00	3%
2450	Pharmacist	28.50	27.80	0.70	2%
2468	Diagnostic Imaging Tech II	31.00	30.45	0.55	2%
2604	Food Service Worker	54.10	53.50	0.60	1%
1708	Senior Telephone Operator	11.00	10.98	0.03	0%
923	Manager II	7.00	7.00	0.00	0%
942	Manager VII	3.00	3.00	0.00	0%

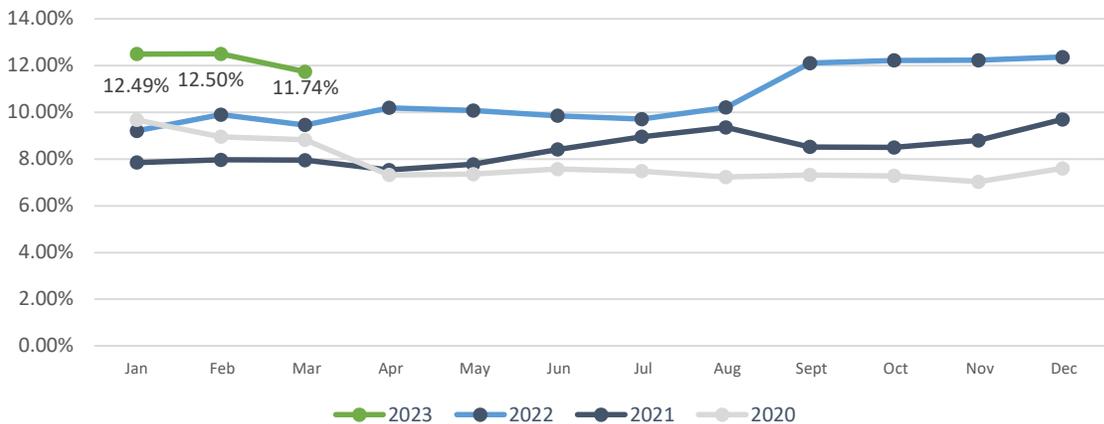
Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
943	Manager VIII	1.00	1.00	0.00	0%
1022	IS Administrator II	1.00	1.00	0.00	0%
1052	IS Business Analyst	1.00	1.00	0.00	0%
1165	Manager, DPH	1.00	1.00	0.00	0%
1167	Physician Administrator	1.00	1.00	0.00	0%
1410	Chief Clerk	3.00	3.00	0.00	0%
1632	Senior Account Clerk	6.00	6.00	0.00	0%
1637	Patient Accounts Clerk	27.00	27.00	0.00	0%
1649	Accountant II (Accountant Intern)	1.00	1.00	0.00	0%
1652	Accountant II	2.00	2.00	0.00	0%
1657	Senior Systems Accountant	3.00	3.00	0.00	0%
1663	Patient Accounts Supervisor	5.00	5.00	0.00	0%
1710	Chief Telephone Operator	1.00	1.00	0.00	0%
1823	Senior Administrative Analyst	2.00	2.00	0.00	0%
1922	Senior Inventory Clerk	1.00	1.00	0.00	0%
1936	Senior Storekeeper	1.00	1.00	0.00	0%
1942	Assistant Materials Coordinator	3.00	3.00	0.00	0%
1950	Assistant Purchaser	4.00	4.00	0.00	0%
2106	Medical Staff Svcs-Specialist	3.00	3.00	0.00	0%
2107	Medical Staff Svcs-Analyst	2.00	2.00	0.00	0%
2110	Medical Records Clerk	3.00	3.00	0.00	0%
2112	Medical Records Technician	4.00	4.00	0.00	0%
2114	Medical Records Tech-Supv	1.00	1.00	0.00	0%
2202	Dental Aide	2.00	2.00	0.00	0%
2218	Physician Assistant	8.60	8.60	0.00	0%
2302	Nursing Assistant	4.00	4.00	0.00	0%
2323	Clinical Nurse Specialist	9.00	9.00	0.00	0%
2324	Nursing Supervisor	12.00	12.00	0.00	0%
2325	Nurse Midwife	2.70	2.70	0.00	0%
2326	Nursing Supervisor - Psych	1.00	1.00	0.00	0%
2390	CPD Technician	24.80	24.80	0.00	0%
2392	Sr CPD Technician	2.00	2.00	0.00	0%
2408	Senior Pharmacy Helper	1.00	1.00	0.00	0%
2436	Electroencephalograph Tech I	2.00	2.00	0.00	0%
2467	Diagnostic Imaging Tech I	22.00	22.00	0.00	0%
2469	Diagnostic Imaging Tech III	3.80	3.80	0.00	0%
2470	Diagnostic Imaging Tech IV	7.20	7.20	0.00	0%
2472	Radiologic Technologist Lead	3.00	3.00	0.00	0%
2514	Orthopedic Technician I	1.00	1.00	0.00	0%
2515	Orthopedic Technician II	1.00	1.00	0.00	0%

Utilized Class	Job Title	Budgeted FTE	Utilized FTE	Vacant FTE	Vacancy Rate
2520	Morgue Attendant	1.00	1.00	0.00	0%
2522	Senior Morgue Attendant	1.00	1.00	0.00	0%
2540	Audiologist	1.00	1.00	0.00	0%
2550	Sr Occupational Therapist	2.00	2.00	0.00	0%
2551	MH Treatment Specialist	2.00	2.00	0.00	0%
2555	Physical Therapist Assistant	2.00	2.00	0.00	0%
2619	Senior Food Service Supervisor	1.00	1.00	0.00	0%
2620	Food Service Mgr Administrator	1.00	1.00	0.00	0%
2624	Dietitian	10.00	10.00	0.00	0%
2626	Chief Dietitian	1.00	1.00	0.00	0%
2740	Porter Supervisor I	9.00	9.00	0.00	0%
2770	Senior Laundry Worker	2.00	2.00	0.00	0%
2785	Assistant General Services Mgr	4.00	4.00	0.00	0%
2846	Nutritionist	4.10	4.10	0.00	0%
2924	Medical Social Work Supv	2.00	2.00	0.00	0%
3530	Chaplain	1.00	1.00	0.00	0%
6138	Industrial Hygienist	1.00	1.00	0.00	0%
7120	Buildings/Grounds Maint Supe	1.00	1.00	0.00	0%
7203	Buildings/Grounds Maint Supv	2.00	2.00	0.00	0%
7236	Locksmith Supervisor 1	1.00	1.00	0.00	0%
7242	Painter Supervisor I	1.00	1.00	0.00	0%
7262	Maintenance Planner	1.00	1.00	0.00	0%
7335	Sr Stationary Engineer	6.00	6.00	0.00	0%
7342	Locksmith	2.00	2.00	0.00	0%
7344	Carpenter	2.00	2.00	0.00	0%
7345	Electrician	1.00	1.00	0.00	0%
7346	Painter	4.00	4.00	0.00	0%
7347	Plumber	2.00	2.00	0.00	0%
7348	Steamfitter	1.00	1.00	0.00	0%
2556	Physical Therapist	24.40	24.42	0.00	0%
	Grand Total	3191.86	2817.02	374.84	11.74%

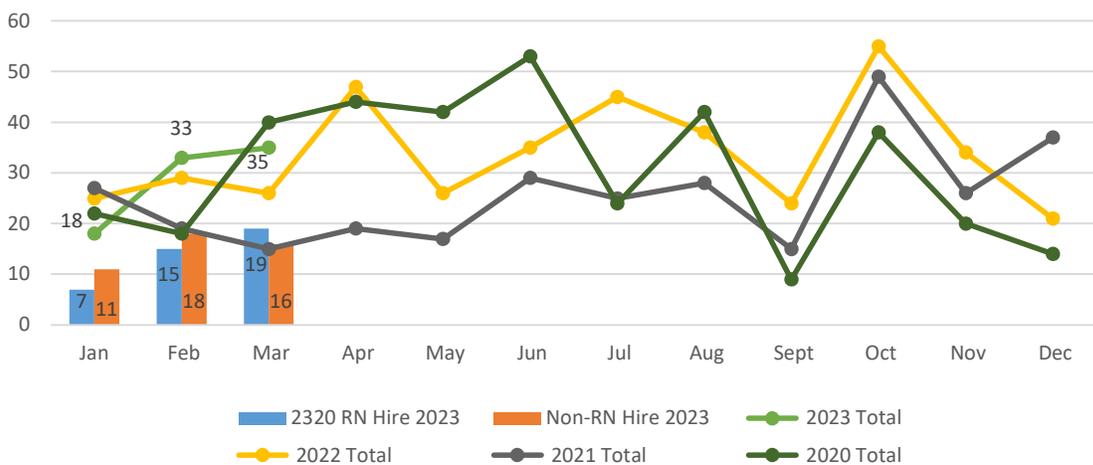
Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
1664	Patient Accounts Manager	100%	0.00	1.00	Pending Requisition approval	5-10 days
1825	Principal Administrative Analyst II	100%	0.00	1.00	Pending Requisition approval	5-10 days
2738	Porter Assistant Supervisor	100%	0.00	1.00	Pending Requisition approval	5-10 days
3422	Park Section Supervisor	100%	0.00	1.00	Pending Requisition Request by Hiring Manager	30 days
5177	Safety Officer	100%	0.00	1.00	Pending Requisition approval	5-10 days
6139	Sr Industrial Hygienist	100%	0.00	1.00	Pending Announcement/Exam Administration	60-90 days
7205	Chief Stationary Engineer	100%	0.00	2.00	Interviews in Progress/Pending Selection	30 days
9910	HW II (Interpreter Trainee)	90%	1.00	9.00	Pending Announcement/Exam Administration	60-90 days
2589	Health Program Coordinator I	67%	1.00	2.00	Interviews in progress/Pending Selection	30 days
2591	Health Program Coordinator II	67%	1.00	2.00	Onboarding	10-20 days
931	Manager III	50%	6.00	6.00	Pending Req Approval/ Pending Announcement	60-90 days
1634	Principal Account Clerk	50%	1.00	1.00	Pending Requisition approval	5-10 days
1822	Administrative Analyst	50%	2.00	2.00	Onboarding	10-20 days
1824	Principal Administrative Analyst	50%	2.00	2.00	Interviews in progress/Pending Selection	30 days
1938	Stores & Equipment Asst Supv	50%	1.00	1.00	Pending Announcement/Exam Administration	60-90 days
2554	Therapy Aide	50%	2.00	2.00	Interviews in Progress/Pending Selection	30 days
2656	Chef	50%	1.00	1.00	Pending Announcement/Exam Administration	60-90 days
5506	Project Manager III	50%	1.00	1.00	Pending Requisition Request by Hiring Manager	30 days
922	Manager I	43%	4.00	3.00	Pending Requisition Request by Hiring Manager	30 days
2586	Health Worker II	41%	45.00	31.50	Pending Requisition approval	5-10 days
2310	Surgical Procedures Technician	39%	12.90	8.10	Pending Req approval/Pending Announcement	60-90 days
2119	Health Care Analyst	38%	10.00	6.00	Pending Announcement/Exam Administration	60-90 days
1429	Nurses Staffing Assistant	36%	7.70	4.30	Interviews in Progress/Pending Selection	30 days
2305	Psychiatric Technician	35%	28.10	15.30	Interviews in Progress/Pending Selection	30 days
933	Manager V	33%	2.00	1.00	Pending Announcement/Exam Administration	60-90 days
1408	Principal Clerk	33%	2.00	1.00	Pending Announcement/Exam Administration	60-90 days
1636	Health Care Billing Clerk II	33%	12.00	6.00	Pending Requisition Approval	5-10 days
1662	Patient Accounts Asst Supv	33%	2.00	1.00	Pending Requisition Request by Hiring Manager	30 days
2558	Senior Physical Therapist	33%	2.00	1.00	Interviews in Progress/Pending Selection	30 days
2822	Health Educator	33%	2.00	1.00	Pending Requisition Request by Hiring Manager	30 days
1406	Senior Clerk	29%	29.45	12.25	Onboarding	10-20 days
2105	Patient Services Finance Tech	26%	6.00	2.10	Interviews in Progress/Pending Selection	30 days
1093	IT Operations Support Admin III	25%	3.00	1.00	Onboarding	10-20 days
1934	Storekeeper	25%	3.00	1.00	Interviews in progress/Pending Selection	30 days
2585	Health Worker I	25%	3.00	1.00	Onboarding	10-20 days
4320	Cashier I	25%	3.00	1.00	Interviews in progress/Pending Selection	30 days
7524	Institution Utility Worker	25%	3.00	1.00	Pending Announcement/Exam Administration	60-90 days
2314	Public Health Team Leader	21%	18.80	5.00	Onboarding	10-20 days
2473	Diag Med Sonographer I, II, III	21%	3.80	1.00	Pending Announcement/Exam Administration	60-90 days
941	Manager VI	20%	4.00	1.00	Pending Requisition Request by Hiring Manager	30 days
1404	Clerk	20%	4.00	1.00	Onboarding	10-20 days
2618	Food Service Supervisor	20%	6.00	1.50	Pending Announcement/Exam Administration	60-90 days

Utilized Class	Job Title	Vacancy Rate	Utilized FTE	Vacant FTE	Notes	Est. Timeline (days)
3417	Gardener	20%	2.00	0.50	Pending Announcement/Exam Administration	60-90 days
2593	Health Program Coordinator III	19%	13.00	3.00	Pending Announcement/Exam Administration	60-90 days
1635	Health Care Billing Clerk I	17%	5.00	1.00	Pending Requisition approval	5-10 days
2909	Hospital Eligibility Worker Supv	17%	10.00	2.00	Interviews in Progress/Pending Selection	30 days
2903	Hospital Eligibility Worker	16%	103.60	19.20	Interviews in progress/Pending Selection	30 days
2328	Nurse Practitioner	15%	71.96	12.55	Interviews in progress/Pending Selection	30 days
1654	Accountant III	14%	6.00	1.00	Interviews in progress/Pending Selection	30 days
2406	Pharmacy Helper	14%	6.00	1.00	Onboarding	10-20 days
2496	Radiologic Technologist Supv	14%	6.00	1.00	Pending Announcement/Exam Administration	60-90 days
2548	Occupational Therapist	14%	15.09	2.50	Interviews in Progress/Pending Selection	30 days
2453	Supervising Pharmacist	13%	7.00	1.00	Pending Announcement/Exam Administration	60-90 days
2312	Licensed Vocational Nurse	12%	47.85	6.70	Interviews in progress/Pending Selection	30 days
1428	Unit Clerk	12%	42.40	5.90	Interviews in progress/Pending Selection	30 days
7334	Stationary Engineer	12%	23.00	3.00	Pending Announcement/Exam Administration	60-90 days
2587	Health Worker III	11%	24.00	2.99	Interviews in progress/Pending Selection	30 days
2930	Behavioral Health Clinicn	11%	15.60	1.90	Interviews in Progress/Pending Selection	30 days
2622	Dietetic Technician	11%	5.00	0.60	Pending Announcement/Exam Administration	60-90 days
2322	Nurse Manager	10%	36.00	4.00	Pending Req approval/Pending Announcement	60-90 days
2654	Cook	10%	9.00	1.00	Pending Announcement/Exam Administration	60-90 days
2320	Registered Nurse	10%	924.15	101.00	Interviews in Progress/Pending Selection	30 days
2471	Radiologic Technologist I, II, III	10%	18.90	2.00	Pending Requisition Approval	5-10 days

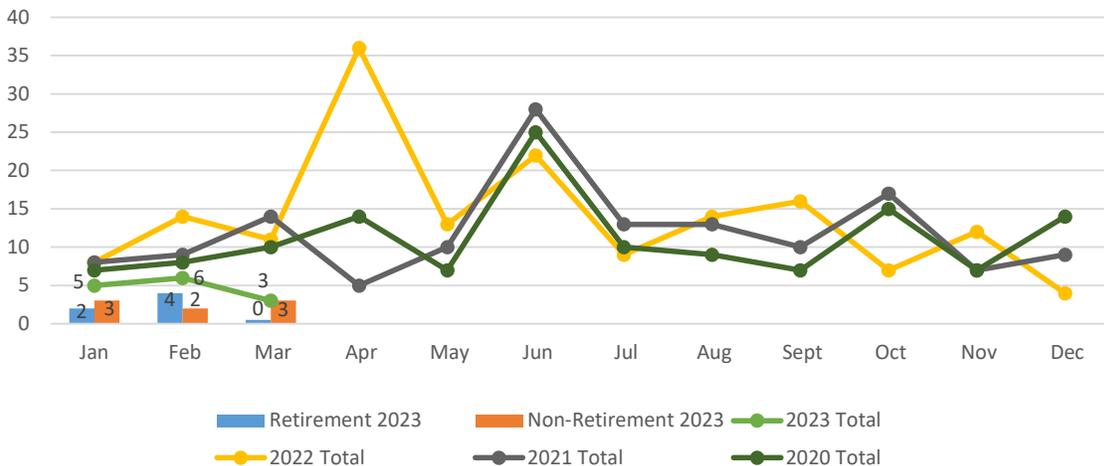
ZSFG Vacancy Rate Trend

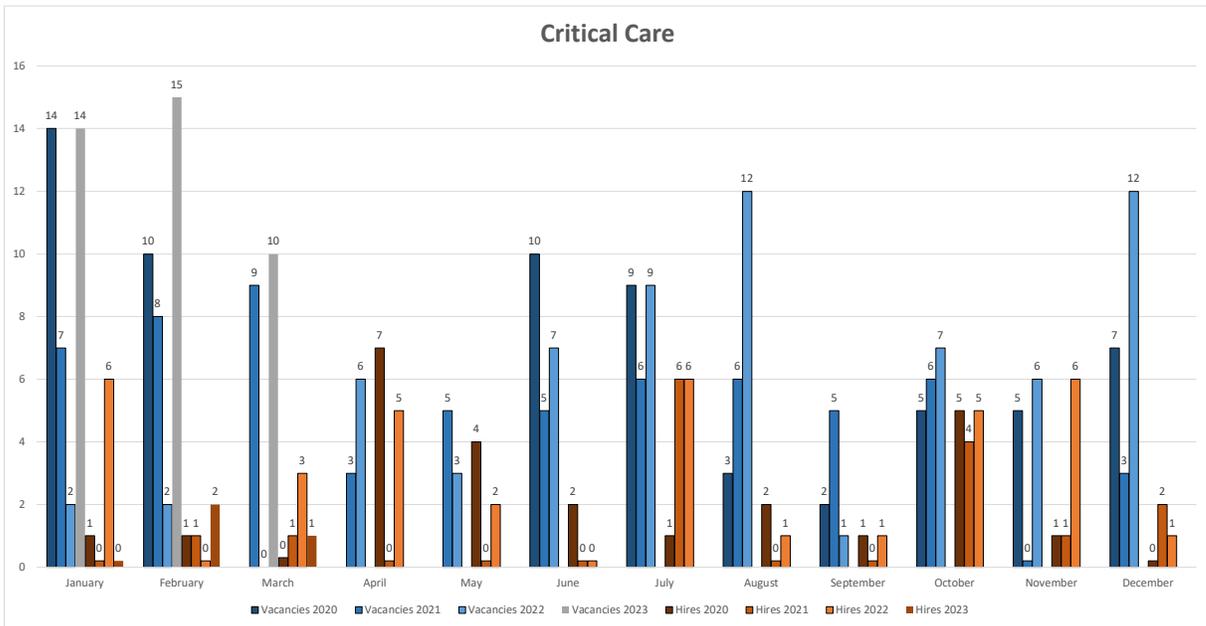
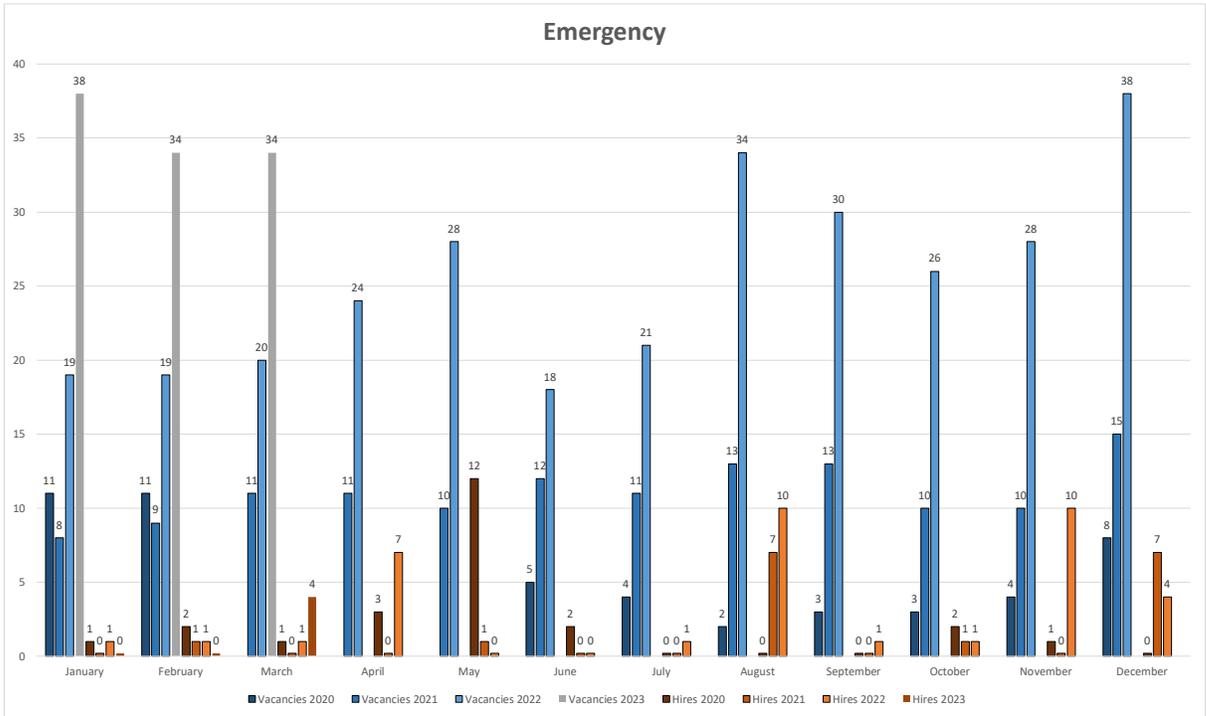


ZSFG New Hire Trend



ZSFG Separation Trend

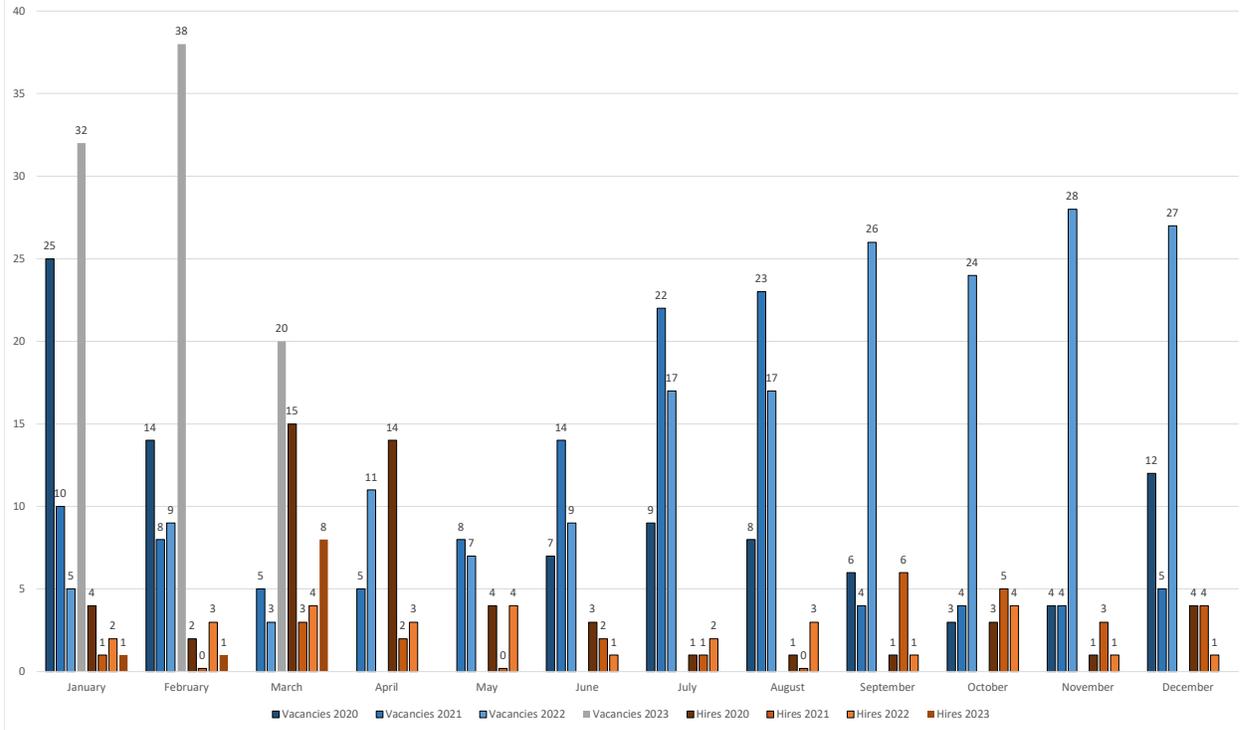




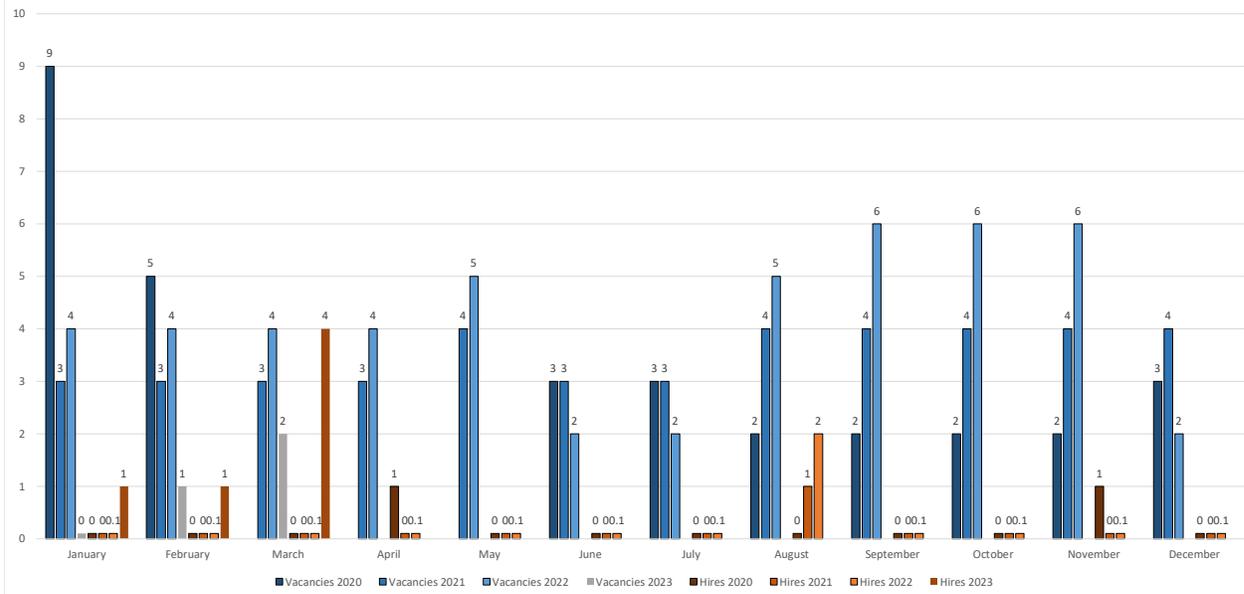
*Vacancies are based on data reported in JCC Summary.

*Data set for hire details may exclude some reassignments and appointment changes.

Medical Surgical



Surgery OR



BERT Hiring Trend (Newly Added to ZSFG Budget FY 2022/2023)

Month of 2023 (As of)	2320 Filled Pos	2320 Vacant Pos	2305 Filled Pos	2305 Vacant Pos	2312 Filled Pos	2312 Vacant Pos
July	All Filled	N/A	9	6	7	1
August	All Filled	N/A	11	4	7	1
September	All Filled	N/A	11	4	7	1
October	All Filled	N/A	11	4	7	1
November	All Filled	N/A	11	4	7	1
December	All Filled	N/A	11	4	7	1
January	All Filled	N/A	11	4	7	1
February	All Filled	N/A	11	3	7	1
March	All Filled	N/A	11	3	7	1

MHSF/BHS Hiring Trend (Newly Added to CO Budget FY 2022/2023)

Month of 2023 (As of)	Total Budgeted Pos	Total Filled Pos	Total Vacant Pos
July	308	293	15
August	308	299	9
September	308	305	3
October	308	307	1
November	308	308	0
December	308	308	0
January	308	308	0
February	308	308	0
March	308	308	0